TRAINING LOG BOOK

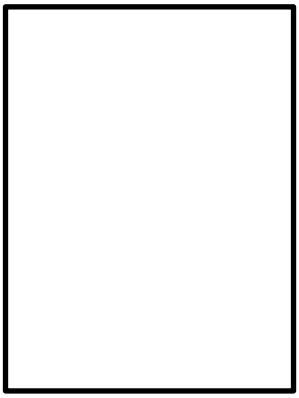
1. **This log book is to assist Trainees in keeping accurate, up-to-date, and detailed description of their practical experiences on their chosen skill or vocation.**

2. **Each trainee must record activities of each day, clearly and provide detailed sketches or diagrams where necessary.**

3. **Trainees must submit this Log book to their Instructor /Trainer every month for comments and endorsement.**

4. **The Deputy Director (Skill Development), Directorate of Entrepreneurship and Skill Development (DESD) and some other appointed supervisors will check the log book at regular intervals to ensure that proper training is being received by the trainee and record their comments on the spaces provided for this purpose in the log book.**

5. **The last page is for evaluation purpose at the end of the Semester.**



TRAINEE'S PARTICULARS

Name of Trainee: _____

Registration Number: _____

Skill/Vocation of Choice: _____

Faculty: _____

Department: _____

Level: _____

Semester/Session: _____

Name of Trainer: _____

Trainee's Signature: _____ **Date:** _____

WEEKLY RECORD OF ACTIVITIES

Week: _____

Description of activities during the week _____
(including sketches, diagram & graph where necessary)

Group (A, B, C, D, etc.) _____

Project/Job Description/Task of the week _____

WEEKLY PROGRESS CHART

DAY & DATE	DESCRIPTION OF ACTIVITIES

Student's observations on work done: _____

_____

_____

Trainer's Assessment: _____

_____

Name: _____ Signature: _____ Date: _____

Comments of Supervising staff (DESD): _____

_____

Name: _____ Signature: _____ Date: _____

For sketches, diagrams, tables and graphs where necessary

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Comments of Supervising staff (DESD): _____

_____

Name: _____ Signature: _____ Date: _____

For sketches, diagrams, tables and graphs where necessary

ATTENDANCE REGISTER

Name of Trainee: _____

Registration Number: _____

Skill/Vocation of Choice: _____

SESSION:	RECORD OF DAYS		
Weeks	**No of Working Days**	**No of Days Absent**	**Reason(s) Please give details**
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

OVERALL COMMENT

Trainer: _____

_____

_____

_____

_____

EVALUATION BY INSTRUCTOR AND SUPERVISING STAFF OF THE DIRECTORATE OF ENTREPRENEURSHIP AND SKILL DEVELOPMENT

Trainer is to give scores for (i), (ii) and (iii) while ENT Supervisor (DESD) is to give score for (iv)

(i)	**Student's Attendance:**	**_____**	**[_____%]**
(ii)	**Log Book:**	**_____**	**[_____%]**
(iii)	**Work Product:**	**_____**	**[_____%]**
(iv)	**Supervisor (DESD) Score:**	**_____**	**[_____%]**
	Total Score:	**_____**	**[100%]**
	Grade:	**_____**	